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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 October 1960

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 38, 18 - 25 October 1960

COURSE ACTIVITIESAdministrative Procedures:

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Mr. [REDACTED] checked the basic facts of the Administrative Procedures lecture on the National Security Council with Miss [REDACTED]. The suggestions he made were incorporated in the lecture which Miss [REDACTED] gave during the past week.

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Operations Support Course:

1. The schedule for Operations Support No. 43 starting 7 November has been completed and distributed.

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2. Mr. [REDACTED] contacted the Deputy Chief [REDACTED] for the purpose of obtaining a recent copy of the Related Mission Directive (RMD). (The RMD is used in the Operations Support Course as briefing material for the students; however, the one presently in use is old and outdated.) The [REDACTED] Branch will look into the matter and, if possible, furnish us with a sanitized version of their RMD.

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OUTSIDE ACTIVITIES

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Mr. [REDACTED] visited [REDACTED] on October 25. Mr. [REDACTED] Chief of the installation, took them through the warehouse. Items of interest were the type-writer repair shop, packing and crating, inspecting, testing, and central cargo sections. This personal observation of the warehouse activities promotes a better understanding of the problems involved in meeting headquarters and field supply requirements. This information will be included in the lecture on field supply and shipment of household effects.

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